

# **By-Laws of the District 5 Juvenile Justice SUDS Committee**

## **Article I: Name**

The name of this organization shall be the "District 5 Juvenile Justice SUDS (substance use Delivery system) Committee".

## **Article II: Purposes and Functions**

### **Section 1: Purposes**

The purpose of the District 5 Juvenile Justice SUDS Committee will be to oversee a cost effective, district wide, substance abuse system to reduce substance abuse and criminal behavior among juveniles, while maximizing the utilization of the appropriated funds for services. Further empowering juveniles and their families to support a positive lifestyle by providing strength-based treatment and rehabilitative services tailored to the needs of the family and juvenile.

**The District 5 Juvenile Justice SUDS Committee has five goals.**

- Promote public safety by reducing substance abuse and delinquent activity among juvenile offenders.
- Address the family's social and economic needs by identifying the needs and strengths of the juvenile/parents and engaging them with appropriate services.
- Improve juvenile's school performance and attendance.
- Strengthen the families of participants by improving the capacity of families to provide structure and guidance to their children.
- Reduce reliance on detention by improving juvenile's level of functioning by providing the juvenile with skills that will aid them in leading productive, substance-free and crime-free lives.

### **Section 2: Functions**

1. Oversee District Wide Comprehensive SUD service plans that include Intake, Assessment, Level of Service, Service Authorization, Service Delivery, Payment Authorization, Service Coordination and Continuous Case Management.
2. Maximize the utilization of the appropriated funds for services and support for juveniles and their families within District 5.

## **Article III: Membership**

Membership shall consist of Probation Directors or Chief JPO's from each of the Counties In the fifth district, and IDJC District Liaison.

1. Blaine County-Teresa Espedal or designee
2. Camas County-Galan Colter or designee
3. Cassia County-Dixie Tate or designee
4. Jerome County-Kyle Fisher or designee
5. Minidoka County-Dixie Tate or designee
6. Lincoln County-Linda Boguslawski
7. Gooding County-Carol Johnson or designee
8. Twin Falls County-Kevin Sandau or designee
9. IDJC District Liaison-Bev Ashton or designee

#### **Article IV: Meetings**

The District 5 Juvenile Justice SUDS Committee shall meet quarterly. Special meetings may be called by any member of the District 5 Juvenile Justice SUDS Committee as needed by requesting such a meeting with the chairperson.

A chairperson will be elected by the committee members to preside at all meetings and maximize the function of this Committee.

#### **Article V: Voting**

The District 5 Juvenile Justice SUDS Committee will use a decision making protocol and problem Solving protocol that discusses and reviews issues until everyone's opinions are heard and Understood, especially opposing opinions. The decision is made with a simple majority vote (One more than half the members present) and when the group says they can live with the decision of that vote.

The Chairperson will ensure that every member has been informed and given the option to Attend the meeting prior to a decision or problem being voted on. This allows the more rural members to be involved in the process.

The District 5 Juvenile Justice SUDS Committee is dedicated to working as a team to resolve problems that may be presented by any member of the committee.

#### **Article VI: Operational Protocols**

The District 5 Juvenile Justice SUDS Committee will monitor the District Wide Plan that includes Operational Protocols and Memorandums of Understanding as outlined by Idaho Department of Juvenile Corrections through attachment documents.

## DISTRICT 5 PLAN AND OPERATIONAL PROTOCOLS FOR SUDS

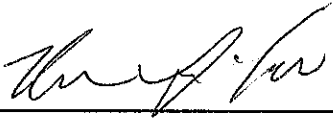
Chief Probation Officer for each county will oversee the collection of performance and financial data in their point of service, and report on the data at the District 5 JJSUDS committee quarterly meeting. Below we have outlined each of the areas designated in the IDJC District Guidelines;

### INTAKE:

- 1. Identify Potential Clients/Initial Screening:** Each County Probation Department will administer a risk assessment tool that has been validated for use with juveniles (PACT, YLS/CMI, and GAIN SS) to identify those juveniles needing further Assessment and determine risk level.
  - a. County JPO will utilize current County systems to meet the needs of those not needing further assessment.
  - b. County JPO will screen participants who may be eligible for Medicaid or Drug Court funding and make appropriate referrals for services.
  - c. If the County JPO deems further assessment is necessary the JPO will complete the following packet for submission to the Chief Probation Officer for eligibility of funding;
    - (1) JJ SUDS Release of Information
    - (2) JJSUDS Authorization Request Forms
- 2. Initial Assessment:** District 5 will use BPA SUDS Network approved Providers who meet standards for Qualified Substance Use Disorder Professionals (QSUDP) or QSUDP Trainees to complete Initial assessment.
  - a. Assessments will be conducted by a QSUDP or QSUDP Trainee using the GAIN I.
  - b. GAIN I assessment completed within 14 days of referral.
  - c. Completed assessments will be returned to referring County Probation Officer.
- 3. Determining Level of Service & RSS Needs:** Based on completed assessment, Chief Probation Officer will work with referring Probation Officer to determine appropriate level of Service (Level 1, Level II.1, Drug Court, Medicaid, ATR, etc.) And Recovery Support Services needed.

Chief Probation Officers will work with probation officers in their County for those juveniles currently in services to determine level of service and RSS needs as of July 1<sup>st</sup>, 2011.
- 4. Service Plan including RSS developed and approved and authorized:** Chief Probation Officer will work with referring probation officer, provider and family to develop the service plan and authorize the timeframe and cost of treatment. Chief Probation Officer will approve the voucher or referral and send copies to provider and client.
  - a. **Service Delivery:** District 5 will use approved BPA SUDS Network providers.

- b. The provider will send documentation of missed appointments, updates and concerns to the referring County Probation Officer.
  - c. Treatment providers will notify and work with the referring county probation officer on ensuring the juvenile and families are complying with treatment needs.
  - d. Any probationer who completed a Substance Use Disorder Assessment (GAIN I) but did not meet criteria for treatment, or is under Court order to work with probation prior to adjudication and is testing as a requirement of Court order, and who tests positive for a substance could be referred to test for 3 months under JJ SUD funds. If that adolescent continues to test positive or tests positive on more than 1 occasion during that 3 months, they will be referred for a SUD assessment.
5. **Payment Authorization:** Counties using a private approved provider will require that provider to use the current billing process through WITS for authorized vouchers.
6. **Continuous Case Management:** Probation Officers will work directly with treatment providers and families to ensure progress in treatment is being made and report to the Chief Probation Officer any request for additional vouchers for services. Chief Probation Officer will have final approval on all vouchers.
7. **Treatment Resource Allocation Plan:** (See statewide approved rate matrix)
8. **Performance Measures:** The Chief Probation Officer in each county will provide performance data as requested by the Department of Juvenile Corrections.

Signature   
Kevin Sandau, District 5 SUDS Chairman

Date 3/20/15